



**Town of Arlington, Massachusetts**  
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## Minutes 12/15/2011

Capital Planning Committee  
 Meeting Minutes  
 December 15, 2011

In attendance were:

Steve Andrew\*  
 Adam Chapdelaine  
 Charles Foscett  
 Paul Olsen  
 Brian Rehrig  
 Diane Johnson  
 Ruth Lewis  
 Anthony Lionetta\*  
 Barbara Thornton

\* Denotes those not in attendance

- Meeting Opened: Charlie Foscett opened the meeting and Adam Chapdelaine provided CPC members with their packets of information, which included a number of subcommittee reports. Minutes of the CPC's December 1st Meeting were reviewed and approved with minor edits.
- Planning Department request: Charlie Foscett provided a verbal report on the meeting with Planning Department's Carol Kowalski
- Charlie Foscett requested Planning Department to provide profit and loss statement on Town owned properties with particular emphasis on Crosby & Parmenter Schools. Future analysis is needed to compare all financial variables involving Crosby and Parmenter schools.
- Master Plan request by Planning Department reviewed. It is expected that Planning Department will outsource the majority of the work. Charlie Foscett led the discussion as whether the Town had an existing Master Plan, what a new Master Plan would entail and what the benefits would be. Adam Chapdelaine informed the committee that the upcoming Vision 2020 survey will focus on the need of a Master Plan. Committee voted to extend invitation to Carol Kowalski to attend next Capital Planning Committee to explain the need for new Master Plan.
- Facility Maintenance Planning: Barbara Thornton initiated discussion on facility maintenance planning. Barbara and Adam Chapdelaine informed committee that it is their intention to develop, before Town Warrant closes on January 27th, a recommendation that would be presented to Town Meeting that deals with the need to identify future requirements of proper facility maintenance.
- Capital Planning Committee members expressed the view that a new facility maintenance committee be established to gather the following data and make necessary recommendations
  - Determine an agreed upon definition of what constitutes facility maintenance
  - Determine both the dollar amount spent on maintenance and the actual tasks performed
  - Involve all departments in the review of their budgets to determine the amount that is actually spent on their budgets for maintenance
  - Determine actual needs on a town-wide basis for facility maintenance as compared to what is actually being done
  - Determine impact on future budgets and how facility maintenance dollars will be allocated.

Warrant articles are expected to be prepared for the 2012 Town Meeting.

- Reconciliation Report: Charlie Foscett explained that there would be a \$400K adjustment to the reconciliation report. Primary reason for the adjustment was that the FY 2012 Capital Plan assumed no override for FY 2012. Increase in DPW road repair for FY 13-17 will not count against the standard 5% cap. Additional adjustment is from the Central Fire Station, original amount was \$5, 250,000 and is now expected to be \$4,000,000. Non-qualifying purchases will be removed.  
Thompson School project needs to have cash flow presented in order to prepare financing for the project. Treasurer Gilligan will be requested to contact PTBC and project manager to request again the necessary cash flow for the Thompson project.  
Community Safety Building maintenance history was reviewed and the delays in performing important repairs.

- Ruth Lewis presented details of School Capital meeting held December 1st, 2011
  - o Current and past capital balances, FY 11 & 12, were explained
  - o 2011 equipment replacement reviewed. Custodial equipment request denied. Stratton furniture replacement for \$15,000 per year, delayed a year. Possibility that additional furniture will become available.
  - o Infrastructure Improvement: AHS auto shop, \$100,000, is vacant and School administration is in process of determining best use of space. Recommendation is to wait until plan is developed.
  - o Major repairs at AHS:  
Auditorium steps, originally projected at \$40,000, is recommended to be delayed until FY 15. New cost estimate needed.  
AHS floor replacement, \$40,000 per year for 5 years, recommended to be delayed, until decision on overall AHS renovation is decided. Concern is that floor replacement may have to be redone at a later time if a more complete renovation is conducted.
  - o Citizen request for \$25,000 per year for 3 years to support a concussion reduction program. Barbra Thornton's investigation determined that the School administration has adopted a concussion policy and is in the process of implementing this policy. It is recommended that any action be postponed until the policy is fully implemented and results are known.
  - o A number of areas within AHS have been identified as needing significant capital improvements. However, it is the opinion of the Capital Planning members that a comprehensive renovation plan needs to be developed prior to an authorization of any significant renovation dollars.

Next meeting: January 5th, 2012

Adjournment